

18 June 1976

MEMORANDUM FOR: Deputy Director for Administration  
FROM : F. W. M. Janney  
Director of Personnel  
SUBJECT : Office of Personnel Report --  
Week Ending 18 June 1976

1. Federal Recruiting: A forecast of Federal recruiting for the 1976-77 season as published by the Civil Service Commission reflects relatively modest requirements by the established old-line agencies of Government for the coming year. Recruiting activity will be rather limited and those agencies such as the Department of Commerce which will conduct recruitment campaigns will seek the hard-to-get categories, such as engineers, physical scientists and accountants. The newer agencies of Government, and particularly those which are currently staffing, are the only ones which will mount fairly aggressive recruiting. The Environmental Protection Agency, which conducts decentralized recruiting from 10 regional offices, will seek to fill about 300 engineering and physical science vacancies. Energy Research and Development Administration announces 207 vacancies in accounting, law, management, and scientific and technical areas. The most ambitious on-campus recruitment drive will be conducted by the National Security Agency, with 162 college visits planned in FY 1976. They seek to fill positions in engineering and to attract linguists in such fields as Asian, Slavic, and the Middle Eastern languages.

2. EEO Recruiting at Memphis: The 67th Annual Convention of the National Association for the Advancement of Colored People will be held at Memphis, Tennessee, on the dates 28 June through 1 July. Recruiter [ ] EEO representative Mr. [ ] and NPIC representative Mr. [ ] will represent the Agency. The Agency's exhibit will be used and a booth will be provided for interview purposes. Attendance at this annual event in recent years has been in excess of 50,000.

3. CIARDS/CSC Election: On 8 June 1,260 letters had been sent to CIARDS participants asking that they elect one of the two retirement systems, CIARDS or CSC. Of the 509 returns to date, only three have elected to return to the CSC system. The deadline is 17 June, but a few exceptions may be made in case of elections from some overseas areas.

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4. EAF Selection Committee: The EAF Selection Committee met this week to review applications for the 1976-77 school year. A total of 130 applications were reviewed.

5. Headquarters Notice: A Headquarters Notice was prepared and forwarded for publication announcing the members of the CIA Suggestion and Achievement Awards Committee and the Committee's Special Panel for the DDO.

6. New Location of EAA Store: Work continues on the new location of the EAA Store. Although firm dates are not yet available, it is expected that the new store will be opened in mid-July. It will be necessary to close the store for approximately two weeks in order to make the move, arrange displays and complete a quarterly inventory.

7. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

STATINTL

[redacted] -- Independent Contractor --  
Office of Personnel -- extended through 31 July 1976.

8. Flyer: A second printing of the new professional recruiting brochure has now been completed and is currently being distributed to field offices. Demand for this brochure has been unusually heavy and, in an effort to reduce its use by field recruiters, a single-page flyer for use at career days and at group presentations has been issued (attached).

Coming Event:

25X1A

The Director of Personnel and Chief, Review Staff, are scheduled to meet with [redacted] to review APP and PDP on Monday, 21 June, at 10:30 a.m.

[redacted]  
F. W. M. Janney

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# CAREER OPPORTUNITIES

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## CENTRAL INTELLIGENCE AGENCY

Intelligence in today's world is a complex affair. It must warn our Government of new generations of intercontinental missiles being developed, it must be attentive to foreign threats to America's strength and well-being, and it must identify political problems around the world which can adversely affect our interests.

It provides American policy makers with critical information and reasoned assessments about the complex foreign political, economic, and military challenges to our national security and welfare. It is designed to help us to achieve and to live in peace, rather than to protect us just in time of war. It has become an important and permanent element of our national foreign policy structure.

The Agency is interested in attracting individuals to this endeavor who are intelligent, resourceful, of good character, and who are willing to accept responsibility, to serve at distant posts if need be, and to devote their talents and energies to tasks which often must remain anonymous. They should be strongly motivated by the desire to participate in a public service vital to the security of the United States.

Some Career fields of current interest:

Economics  
Foreign Area Studies  
Mathematics  
Computer Science

Languages (Russian, Eastern European, Middle  
Eastern, and Oriental)  
Electrical Engineering  
Physics  
Chemistry

This list is by no means all-inclusive. As personnel requirements are filled or modified, the Agency's recruitment emphasis may vary.

### QUALIFICATIONS

Undergraduate or graduate degree in appropriate academic field. Ability to pass security clearances and excellent health necessary. US citizenship is required.

### STARTING SALARIES

GS 7 (\$11,046) to GS 9 (\$13,482) or higher depending upon qualifications.

### FRINGE BENEFITS

Liberal insurance, retirement and leave programs.

### HOW TO APPLY

Write to the Central Intelligence Agency, Office of Personnel, Washington, D.C. 20505.  
Enclose a resume of your education and experience.

OR

WRITE TO:

Positions are located in the Washington, D.C. area

An Equal Opportunity Employer

May 1976

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